

Sexual Harassment Awareness Lesson Plan

Time Required: 3 Hours

Workshop Objectives:

Upon completion of this workshop, participants will:

1. Understand what constitutes sexual harassment;
2. Know how to deal with sexual harassment;
3. Identify the role and responsibility that each employee has for ensuring that the workplace is free of sexual harassment, and
4. Know their resources for dealing with sexual harassment situations.

Resources Needed:

Videotape:

Intent vs. Impact,” (37 minutes) (Vendor: BNA Communications Inc.) Trainer Manual

Materials:

Trainer Manual
Employee Participant Manual (“Intent Vs. Impact,” Vendor: BNA Communications Inc.) (This manual may be ordered from the U.S. Government Printing Office, 1991, #312-412/54642.)
Employee Resource Materials

Equipment:

Overhead projector
Overhead transparencies
Flipchart
Markers
Name tents

Note: The Department of Labor (DOL) purchased the “Intent Vs. Impact” Sexual Harassment

Awareness Training package, (consisting of an “Employee Participant Manual,” and a 37 Minute Training Videotape entitled, “Intent Vs. Impact,” Copyrighted, 1988, by Anderson-Davis (BNA Communications, Inc.).

A “Train the Trainer Package” was developed by the DOL, to supplement these training materials, consisting of the following Lesson Plan, and a handout package which includes the Secretary of Labor’s Policy Statement on “Sexual Harassment and Sexual Misconduct,” “Legal Guidelines,” and list of DOL resources to contact in the event that an employee feels that he/she has been the victim of sexual harassment or sexual misconduct.

I. Welcome and Introductions

- A. Presenter (s)
Introduce yourself, and welcome the participants to the workshop.
- B. Participants
Ask participants to introduce themselves, giving their name, their agency, and their expectations for the workshop. Record expectations on flip chart.
- C. Presenter (s)
Explain why we are here, i.e., why is Sexual Harassment Awareness Training being given to all employees of the Agency.
 - 1. *The issue/problem of sexual harassment in the workplace has been studied in the Federal Government as well as in the private sector.*
 - 2. *A little later in this seminar, I will be informing you of the results of a survey of over 9,000 federal employees, which was conducted by the Merit Systems Protection Board (MSPB).*
 - 3. *In some Federal Agencies, the Head of the Agency has issued a written “Sexual Harassment Awareness Policy,” which mandates a workplace that is free of all types of discrimination, including sexual harassment.*

II. Workshop Objectives

- A. Present the objectives on the overhead projector. (Display Overhead Transparency (OHT) # 1).

Review workshop objectives and address how they relate to the expectations expressed by the participants.

III. Statement About This Training.

- A. Display OHT # 2.

*Inform participants that this training is an “awareness” session. It is **NOT** a technical training session about filing complaints of sexual harassment or any other technical questions on Sexual Harassment.*

Tell participants that all technical questions:

1. *EEO related should be referred to the Agency EEO Coordinator or to the Division of Civil Rights*
 2. *Union grievance related issues should be referred to the Union Steward or Representative.*
- B. Ask participants to open up their Resource Materials Handout, and refer participants to their list of Agency EEO Counselors/Coordinators, etc.

IV. Pretest (10 Minutes)

- A. Ask participants to complete the pre-test on page 5 of their Manual. Give them 5 minutes.
- B. Ask participants to stop after 5 minutes.
- C. Discuss Question # 8 on the Pretest.

Make a point to discuss different types of harassers. The statement is true, but we recognize that female to male sexual harassment occurs, as well a male to male and female to female sexual harassment.

V. Overview of Sexual Harassment

A. Sexual Harassment As A Legal Issue (10 Minutes)

Display Flipchart (“Definition of Sexual Harassment).

*Tell participants that “Sexual Harassment is **unwelcome** behavior of a **sexual** nature.*

*Ask the participants which two words in this definition are most important. (Answer: **UNWELCOME AND SEXUAL**).*

Display OHT # 3 - “Quid Pro Quo” Sexual Harassment.

Explain this definition, giving examples of what would be considered “Quid Pro Quo” sexual harassment. Some

examples would be:

- 1. A male employment interviewer tells a female job applicant that she will be hired if she agrees that she will eat lunch with him several times a week, and perhaps, might go out with him socially on occasion.*
- 2. A female supervisor tells a subordinate male staff member that if he expects to get his next promotion, he will have to escort her to dinner and the theater when she requests his company.*

Display OHT # 4 - (Definition of “Hostile Environment” Sexual Harassment)

Explain this definition, providing the following examples of “Hostile Environment” sexual harassment:

- 1. A male co-worker displays a “Playboy of the Month Calendar” of nude models on his bulletin board.*
- 2. A group of male employees makes it a habit to whistle at female employees as they walk by.*

B. Class Exercise # 1 - (15 minutes)

Allow participants five minutes to list examples of verbal or physical conduct of a sexual nature.

Ask each participant to share one of his/her examples with the class.

Display OHT # 5 - “Examples of verbal or physical conduct of a sexual nature”

Ask the participants if they agree/understand why these examples may be considered as “sexual harassment.”and provide any clarification necessary.

C. Introduce the Videotape, “**Intent vs. Impact**” (15 Minutes)

Refer participants to page 7 in their manual, “**Important Definitions**”

Define the following terms, making important distinctions, i.e., the more serious nature of “Sex Discrimination” vs. demonstrating an attitude of “Sexism”.

1. **Sexism**
2. **Sex Discrimination**
3. **Sexual Harassment**

Refer participants to page 11 in their manual, “Sexual Harassment is More Common Than You May Think”.

Discuss the results of the Merit Systems Protection Board’s (MSBP) survey of over 9000 federal employees.

Refer participants to page 11 in their manuals and briefly discuss Title VII of the 1964 Civil Rights Act, as Amended in 1972, and the role of the Equal Employment Opportunity Commission (EEOC).

Display the flip chart showing the EEOC’s definition of sexual harassment:

“Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature”.

Refer the participants to page 13 in their manual.

*Explain the concept of “**INTENT VS. IMPACT.**”*

- * *Emphasize that “unwelcome” is decided by the **RECIPIENT OF THE BEHAVIOR, NOT THE PERSON DOING THE BEHAVIOR.** Therefore, it is the **IMPACT OF THE BEHAVIOR, NOT THE INTENT OF THE PERSON,** who did the behavior, that determines if sexual harassment has occurred.*

Introduce what the video will cover by displaying OHT # 6.

Ask participants to pay attention to the following as they watch the video:

1. How well they did on their pre-test
2. Their own personal attitudes and sensitivities

D. View Video, **“Intent Vs. Impact (37 Minutes)**

VI. BREAK (15 MINUTES)

E. Whole Group Discussion of Video (15 Minutes)

Display OHT # 7 - **“Dealing With Sexual Harassment”**

Emphasize that if you are being harassed, and you want it to stop, then you have to take action. Discuss what you should do, as highlighted on OHT # 8.

Class Exercise # 2 .

Ask the participants to take 5 minutes to write down some possible effects of continued sexual harassment on the recipient.

Ask participants to share their responses, and record on the flip chart.

Show OHT # 8 - **“Impact of Sexual Harassment on the Recipient”**

Briefly discuss these possible consequences of prolonged sexual harassment.

Class Exercise # 3

Ask participants to take 5 minutes to write down some possible effects/consequences that sexual harassment may have on the Workplace.

Ask participants to share their responses, and record on the flip chart.

Show OHT# 9 - **“Impact of Sexual Harassment on the Workplace”**

Briefly discuss these possible impacts on the workplace.

VII. Wrap Up/Summary

Display OHT # 10 - **“Summary”**

Tell participants that these are the “key points to remember” from today’s training session.

Remind the participants that it is their responsibility to take action to try to stop any sexual harassment which they may experience in the workplace.

Remind participants that if they should find themselves the victim of sexual harassment, that they are not alone, and can contact the resource persons listed in their handout for assistance.

OBJECTIVES:

- Understand what constitutes sexual harassment
- Know how to deal with sexual harassment
- Identify the role and responsibility of each employee for ensuring that the workplace is free of sexual harassment
- Know your resources for dealing with sexual harassment situations

STATEMENT ABOUT THE TRAINING...

- This training is an awareness session
- It is not a technical training session about filing complaints or grievances. Nor is this session going to address specific technical questions on sexual harassment situations.
- Refer all technical questions:
 - EEO related -- Agency EEO Coordinator or DCR
 - Union Grievance related -- Union Steward or Representative

DEFINITION OF SEXUAL HARASSMENT

(Quid Pro Quo)

Unwelcome verbal or physical conduct of a sexual nature constitutes Quid Pro Quo sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment
- Submission to or rejection of such conduct is used as the basis for employment decisions

DEFINITION OF SEXUAL HARASSMENT

(Hostile Environment)

Verbal or physical conduct of a sexual nature constitutes Hostile Environment sexual harassment when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

EXAMPLES

- Sexual remarks
- Suggestive looks
- Kissing sounds, howling, and smacking lips
- Deliberate touching
- Pressure for dates and/or sexual favors
- Cornering, pinching patting or stroking
- Actual or attempted rape or assault

“Intent vs Impact” Video

- Legal basis
- Differences
 - Sexism
 - Sex Discrimination
 - Sexual Harassment
- Examples
- Legal definition
- Self examination
- Methods to stop sexual harassment
- Frequently asked questions

DEALING WITH SEXUAL HARASSMENT...

- Tell the harasser the behavior is unwelcome and you want it to stop
- If the behavior continues, report it to your supervisor (manager)
- Your Personnel Office
- If you feel you need to take further action

EEO Complaint Process
Union Grievance Process

IMPACT OF SEXUAL HARASSMENT

On the Recipient

- Stress-related illnesses
- Deterioration of personal relationships
- Absenteeism (Avoidance)
- Lowered self-esteem/self-image
- Feeling of powerlessness
- Fear of personal safety
- Anger
- Decreased quality of work

IMPACT OF SEXUAL HARASSMENT (cont.)

On the Workplace

- High turnover rate
- Absenteeism
- Lowered morale
- Lowered cooperation and teamwork
- Resentment of women and/or men who do not go along with sexual behavior in their workplace
- Increased training and/or retraining requirements

SUMMARY

- Know the DOL Policy
- Take actions to foster a work environment free of any form of sexual harassment
- Stopping Sexual Harassment
 - Tell the Harasser to STOP
 - Seek assistance from
 - Supervisor
 - Personnel Office
 - DOL's Civil Rights Center (CRC)
- EEO Complaint Procedures
 - EEO Counselor
 - Agency EEO Coordinator
- Union Grievance
 - Steward
 - Representative